

澳門特別行政區  
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU



民航局  
AUTORIDADE DE AVIAÇÃO CIVIL  
CIVIL AVIATION AUTHORITY

# **AACM**

# **Flight Application System**

# **Agent Account**

# **User Manual**

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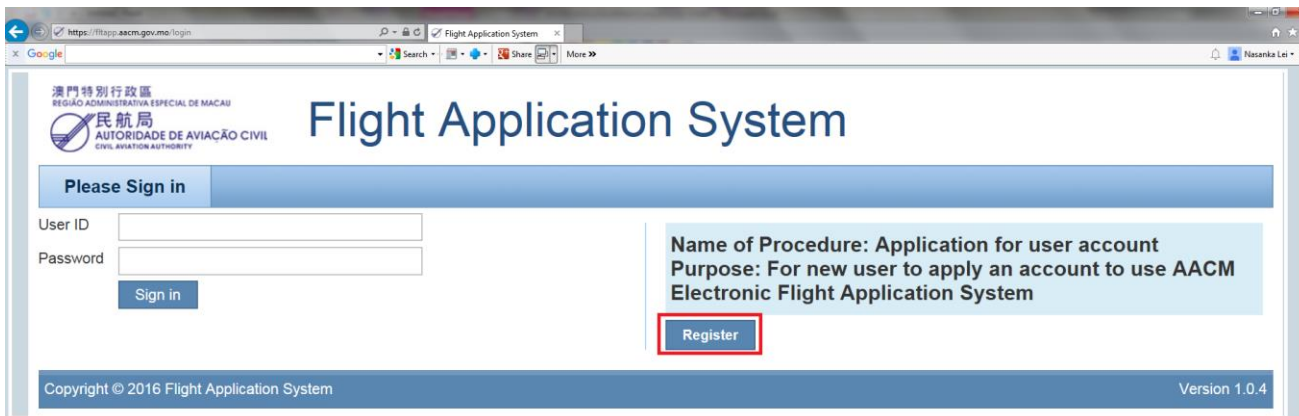
# 1. System overview

- **Agent** account is for entities that file documents and flight applications on behalf of airlines and operators.
- System is created with a “self-administered” concept.
- File size of one document uploaded to the System is limited to **3Mb**. Both PDF and JPEG format is acceptable, while PDF is preferred.
- Always submit documents before a flight application.
- Always check carefully your application or files uploaded before submission to AACM.
- An “**Approved**” or “**Rejected**” application cannot be revised, deleted or cancelled. A new application is to be submitted should there be any change.
- Specify the Day of Operation “**DOP**” if the flight is operated for a period of time.
- Always “**Save**” before “**Submit**”.
- Data or documents “**Saved**” are only saved at the Account, click “**Submit**” to submit an application or document.

## 2. Registration of account

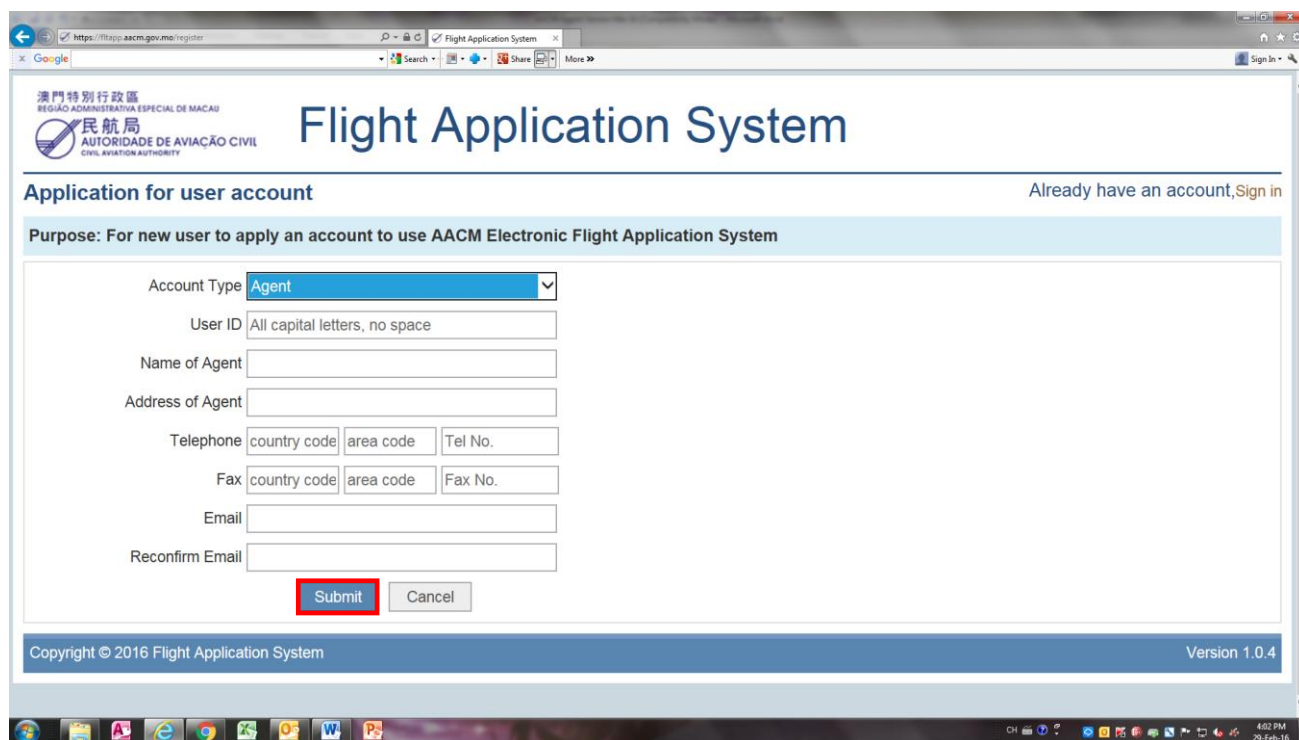
### 2.1. To register an Account

Go to Flight Application System login page at: <https://fltapp.aacm.gov.mo/login>, click **Register**.



Login page

The following screen will be displayed.



Application for user account - Agent

Fill-in the required fields.

- 1) **Account Type** – Choose “**Agent**” from the pull down menu if the account is applied by an agent.
- 2) **User ID** – User ID is a unique identification for login. Use ALL CAPITAL LETTERS without space for User ID.

**Note: User ID cannot be changed after registration.**

- 3) **Name of Agent** – Enter the name of the agent. Example, Macau Business Aviation Centre.
- 4) **Address of Agent** – Enter the address of the Agent.
- 5) **Telephone** – Enter the main telephone number of the Agent.
- 6) **Fax** – Enter the main fax number of the Agent.
- 7) **Email** – Enter the email address of the Responsible Department/Person for use of the “**Flight Application System**” Account.
- 8) **Reconfirm Email** – Re-enter the email address of the Responsible Department/Person for use of the “**Flight Application System**” Account.

Click  to submit the registration to AACM. A notification message indicating that the application has been submitted will be displayed. Account Password will be sent to the Email registered once the application for account is approved by AACM.

The screenshot shows the 'Flight Application System' interface. On the left, there are logos for the Macau Civil Aviation Authority (澳門特別行政區, REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU, 民航局, AUTORIDADE DE AVIAÇÃO CIVIL, CIVIL AVIATION AUTHORITY). On the right, there is a 'Norton SECURED powered by VeriSign' logo. Below the logos, the text reads 'Application for user account' and 'Already have an account, Sign in'. A central blue box contains the message: 'Application has been submitted, you will receive notification by email when your application is approved.' Below this box, the text 'Acknowledgement of application for user account' is displayed.

## 2.2. First Time Login

You have to change password for first time login. Click  to save the new password.

The screenshot shows the 'Change Password' form. At the top, there is a blue header bar with the text 'Change Password' and a user identifier 'KANDY(Airline) | Sign out'. Below the header, the text 'Please change your password.' is displayed. The form contains three input fields: 'Current Password:', 'New Password:', and 'Reconfirm New password:'. A red-bordered 'Save' button is located at the bottom left of the form.

Change Password

After successfully changing the password, a notification message indicating that the password has successfully changed will be displayed.

Dashboard	Operators	Application List	Apply New Flight	Submit Documents
You have successfully changed the password.				AACMAGENT(Agent)   Sign out
Account Info   Change Password   Change Account Info				
Account Info				
User ID	AACMAGENT			
Email	flightauthorization@aacm.gov.mo			
Account Type	Agent			
Account Status	Enabled			

**Account Password changed successfully**

## 3. Dashboard

In this module, operator may:

- View Account Information
- Change Password
- Change Account Information

### 3.1. View Account Information

Dashboard	Operators	Application List	Apply New Flight	Submit Documents
Account Info   Change Password   Change Account Info				AACMAGENT(Agent)   Sign out
Account Info				
User ID	AACMAGENT			
Email	flightauthorization@aacm.gov.mo			
Account Type	Agent			
Account Status	Enabled			

**Account Info**

## 3.2. Change Password

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# Flight Application System

Dashboard Operators Application List Apply New Flight Submit Documents

Account Info | [Change Password](#) | [Change Account Info](#) AACMAGENT(Agent) | Sign out

## Change Password

Current Password:

New Password:

Reconfirm New password:

Save

### Change Password

## 3.3. Change Account Information.

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# Flight Application System

Dashboard Operators Application List Apply New Flight Submit Documents

Account Info | [Change Password](#) | [Change Account Info](#) AACMAGENT(Agent) | Sign out

## Account Info

User ID: AACMAGENT Address: Alameda Dr. Carlos D'Assumpcao, 336-34

Account Type: Agent Telephone: country code 853 28511213

Name of Agent: AACM Fax: country code 853 28338089

Account Status: Enabled Email: flightauthorization@aacm.gov.mo

Application Status: Approved

Save

### Change Account Info

**Note: Some of the Account information is NOT to be changed. A new account has to be registered when any of the information is to be changed.**

## 4. Submit Documents

In this module, agent may do the following procedures on behalf of airlines and operators:

- Upload Operator's Document.
- Upload Aircraft Documents.
- Update expired/rejected documents.
- View the status of the documents uploaded.

### 4.1. Upload Operator's Document

Operator's Document – **TWO (2)** documents are to be uploaded in this procedure: i) **Air Operator Certificate or Equivalent Document** and ii) **Operations Specifications**.


Choose [Submit Documents](#) in the main menu, click [Operators Document](#), the following screen will be displayed.

The screenshot shows the 'Flight Application System' interface. The main menu includes 'Dashboard', 'Operators', 'Application List', 'Apply New Flight', and 'Submit Documents' (highlighted with a red box). Below the menu, there are buttons for 'Operators Document' (highlighted with a red box) and 'Aircraft Document'. The page title is 'Operators Document List'. A purpose statement reads: 'Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification'. There is a 'Filter Criteria' section with input fields for 'Filing Date', 'Status', and 'Operator Name', along with 'Search' and 'Reset' buttons. Below this, a 'Search Result' section shows 'Total: 66 document)' and a '+ Upload Operator Document' button (highlighted with a red box). A note states: 'Note: To update an Operator's Document that has been submitted before, please go to the relevant Operator folder and click View/Update'. A table lists the following data:

Operator Name	Filing Date	Status	Functions
CAT Aviation AG	29/02/2016	Accepted	View / Update document
Dassault Falcon Jet Corp.	26/02/2016	Accepted	View / Update document
Met Life Inc.	25/02/2016	Accepted	View / Update document

The table is titled 'Operators Document List'.

Click [+ Upload Operator Document](#), the following screen will be displayed.



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# Flight Application System

---

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | Sign out

Operators Document List --> Upload Operator Document

### Upload Operator Document

Operator Name:

**Operator Details:**

ICAO Operator Code:  Tel:

IATA Operator Code:  Fax:

Address of principle place of business:  Email:

**Responsible person from Operator for safety/regulatory compliance:**

Name:  Mobile:

Title:  Tel:

Email:  Fax:

**AOC / Operations Specification issuing Authority Contact Details:**

Operator does not possess an AOC

Issuing Authority Contact Person Name:  Tel:

Title:  Fax:

Mailing Address:  Email:

Select	Type of Document to be submitted	File	Fields	Fields to input
<input type="checkbox"/>	Air Operator Certificate or Equivalent Document	<input type="text"/> Browse...	Operator name	<input type="text"/>
		Uploaded File	Expiry date	<input type="text"/> No expiry date <input type="checkbox"/>
		No File		
<input type="checkbox"/>	Operations Specifications	<input type="text"/> Browse...	Operator name	<input type="text"/>
		Uploaded File		
		No File		

Save

### Upload Operator Document

Fill-in the required fields.

- 1) **Operator Name** – Enter the Operator Name. If the Operator holds an AOC, enter the Operator Name as appeared in the Air Operator Certificate (AOC).
- 2) **Operator Details** – Enter the details of the Operator.
- 3) **Responsible person from Operator for safety/regulatory compliance** – Enter the information of a personnel from the operator who is in charge of safety issues of the operator.
- 4) **AOC/Operations Specifications issuing Authority Contact Details** - Issuing Authority is the Authority that issued the licenses to the operator. For example, the issuing Authority of Air Macau is the Civil Aviation Authority, Macao.

**NOTE: Tick the checkbox if the Operator does not possess an AOC.**

- 5) **Air Operator Certificate or Equivalent Document** - Tick the checkbox of the Type of Document to be submitted.  the file to be uploaded.
- 6) **Operator Name** – Enter the operator name as appeared in the AOC or the equivalent document.

- 7) **Expiry Date** – Use date picker to specify the Expiry Date of the AOC or input manually in dd/mm/yyyy format. If the AOC has no expiry date specified, tick the checkbox **No expiry date** .
- 8) **Operations Specifications** – Tick the checkbox of the Type of Document to be submitted.  the file to be uploaded.

**NOTE: Operations Specifications – Minimum requirement is to submit the summary pages of the Operation Specifications in ICAO standard format.**

Click **Save** to save and preview the documents uploaded, the following screen will be displayed.

**Save Delete Update Document Submit**

**Operators Document**

**Preview Operators Document**

Click **Save** to save the documents uploaded but NOT submitting to AACM.

Click **Delete** to delete the documents uploaded.

Click **Update Document** to re-upload a document or re-type the required fields.

Click **Submit** to submit the documents. A notification message indicating that the document has been submitted will be displayed.



# Flight Application System

Dashboard Operators Application List Apply New Flight **Submit Documents**

Operators Document List --> Preview Operators Document

Document has been submitted.

AACMAGENT(Agent) | Sign out

## Preview Operators Document

Operator Name: [China Southern Airlines Company Limited](#)  
 Create Date: 07/03/2016  
 Filing Date: 07/03/2016  
 Operators Document Status: **Submitted**  
 Remarks:

**Operator Details:**

ICAO Operator Code:  Tel:   
 IATA Operator Code:  Fax:   
 Address of principle place of business:  Email:

Responsible person from Operator for safety/regulatory compliance:

Document has been submitted

## 4.2. Upload Aircraft Documents

Aircraft Document – **FOUR (4)** main documents of an aircraft are to be uploaded in this procedure: i) **Certificate of Registration (CoR)**, ii) **Certificate of Airworthiness (CoA) & Airworthiness Review Certificate** (if available), iii) **Noise Certificate** and iv) **Insurance**.

Choose **Submit Documents** in the main menu. Click **Aircraft Document**, the following screen will be displayed.

**Aircraft Document List**

Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

Filter Criteria


Registration Mark  Aircraft Type  Aircraft Document Status  Operator Name   
 Filing Date  to


Search Result

Total: 113 document) **Upload Aircraft Document** Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update

Operator Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
CAT Aviation AG	HB-JST	Dassault Falcon 7X	29/02/2016	Accepted	<a href="#">View / Update document</a>
VistaJet Limited	9H-VCH	Bombardier BD100	26/02/2016	Accepted	<a href="#">View / Update document</a>
Dassault Falcon Jet Corp.	N715FJ	Dassault Falcon 7X	26/02/2016	Accepted	<a href="#">View / Update document</a>
Met Life Inc.	N1868M	Bombardier BD-700	25/02/2016	Accepted	<a href="#">View / Update document</a>
Oasis Limited	VP-BMP	Gulfstream G650	25/02/2016	Accepted	<a href="#">View / Update document</a>
GTC Management Services, Inc.	N74RP	Gulfstream V	24/02/2016	Accepted	<a href="#">View / Update document</a>

Submit Aircraft Documents

Click  **Upload Aircraft Document**, the following screen will be displayed.



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# Flight Application System

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | [Sign out](#)

Aircraft Document List --> [Upload Aircraft Document](#)

### Upload Aircraft Document

Operators Document: Nanshan Jet Co., Ltd.(Status: Accepted) ▼

Aircraft Type:  Search

Registration Mark:

Aircraft Nationality:

Type of Document to be submitted	File	Fields	Fields to input
Certificate of Registration	<input type="text"/> Browse... Uploaded File No File	Expiry date	<input type="text"/> <input type="checkbox"/> No expiry date
Certificate of Airworthiness, and	<input type="text"/> Browse... Uploaded File No File	Expiry date	<input type="text"/> <input type="checkbox"/> No expiry date
Airworthiness Review Certificate (if available)	<input type="text"/> Browse... Uploaded File No File		
Noise Certificate	<input type="text"/> Browse... Uploaded File No File	ICAO Noise level Expiry date	<input type="text"/> <input type="text"/> <input type="checkbox"/> No expiry date
Insurance	<input type="text"/> Browse... Uploaded File No File	Name of insured as appeared in the insurance document Expiry date Combined Single Limit Amount	<input type="text"/> <input type="text"/> <input type="checkbox"/> No expiry date USD <input type="text"/>

Save

### Upload Aircraft Documents

Fill-in the required fields.

- 1) **Operators Document** – Choose the Operator of the aircraft from the pull-down menu.

**NOTE: Name of the operator will appear in the list only when its Operator’s Document has been “Submitted” or “Accepted” by AACM.**

- 2) **Aircraft Type** – Click **Search**, the following screen will be displayed. Search the suitable aircraft type, click **Select** to input the suitable aircraft type.

Dashboard	Operators	Application List	Apply New Flight	Submit Documents
Aircraft Document List --> Upload Aircraft Document --> <b>Select Aircraft Type</b>				MBAC(Agent)   Sign out
Aircraft Type List				
Filter Criteria				
ACTYPE	<input type="text"/>	Description	<input type="text"/>	TYPE <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>				
Search Result				
Total: 201				
<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/>				
ACTYPE	Description	TYPE	Functions	
A124	Antonov 124	ANTONOV AN-124 FREIGHTER	<input type="button" value="Select"/>	
A139	AGUSTA S.P.A. AW139	AGUSTA S.P.A. AW139	<input type="button" value="Select"/>	
A300	Airbus 300	AIRBUS INDUSTRIE A300B2/B4/C4	<input type="button" value="Select"/>	
A306	Airbus 306	AIRBUS INDUSTRIE A300-600/600C	<input type="button" value="Select"/>	
A30B	Airbus 300B4-600	AIRBUS INDUSTRIE A300B4-600	<input type="button" value="Select"/>	
A30B	Airbus 306	AIRBUS INDUSTRIE A300C4/F4/A300-600C FREIGHTER	<input type="button" value="Select"/>	
A310	Airbus 310	AIRBUS INDUSTRIE A310	<input type="button" value="Select"/>	

### Select Aircraft Type

- 3) **Registration Mark** – Enter the Registration Mark of the Aircraft as appeared in the Certificate of Registration.
- 4) **Aircraft Nationality** – Enter the aircraft nationality, i.e. the country at which the aircraft is registered.
- 5) **Certificate of Registration (CoR)** – Use date picker to specify the Expiry Date of the CoR or input manually in dd/mm/yyyy format. If the CoR has no expiry date specified, tick the checkbox  No expiry date.
- 6) **Certificate of Airworthiness (CoA)** – Use date picker to specify the Expiry Date of the CoA or input manually in dd/mm/yyyy format. If the CoA has no expiry date specified, tick the checkbox  No expiry date.


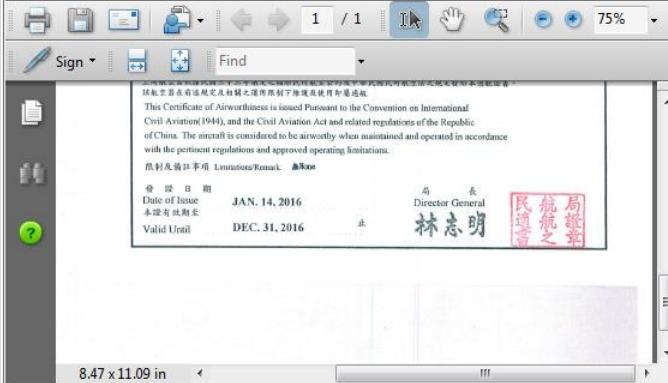
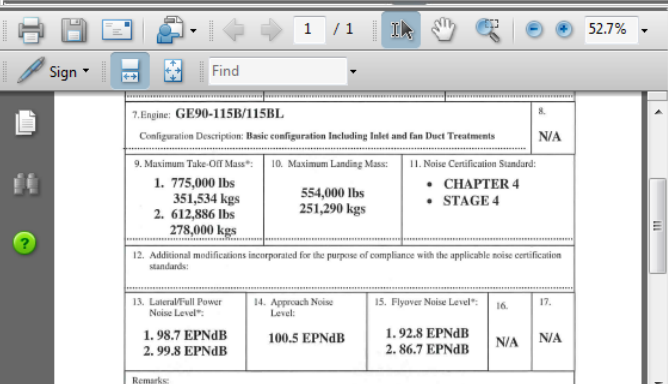
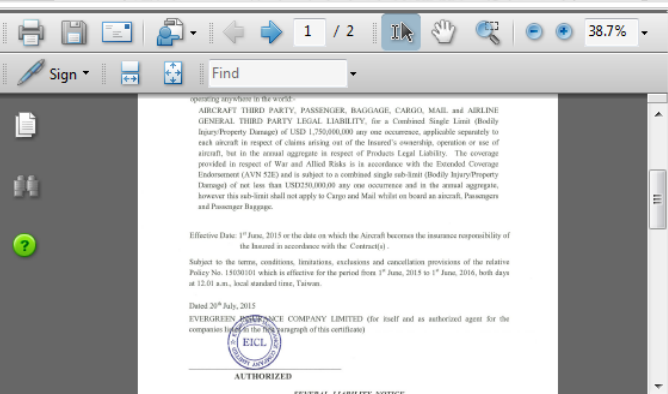
**NOTE: If an ARC is available, enter the Expiry date of the ARC instead of the CoA.**

- 7) **Airworthiness Review Certificate (if available) (ARC)** – Upload also the Airworthiness Review Certificate if available. Use date picker to specify the Expiry Date of the Airworthiness Review Certificate or input manually in dd/mm/yyyy format. If the Airworthiness Review Certificate has no expiry date specified, tick the checkbox  No expiry date.
- 8) **Noise Certificate** – Enter the ICAO Noise Level of the aircraft. Example, enter “4” for a Chapter 4 noise level aircraft. Use date picker to specify the Expiry Date of the Noise Certificate or input manually in dd/mm/yyyy format. If the Noise Certificate has no expiry date specified, tick the checkbox  No expiry date.
- 9) **Insurance** – Enter the name of the insured in the insurance document. Use date picker to specify the Expiry Date of the Insurance or input manually in dd/mm/yyyy format. If the Insurance has no expiry date specified, tick the checkbox  No expiry date. Enter the Combined Single Limit for Third Party Liability for any one accident/incident/occurrence in USD or equivalent value.

Click **Save** to save and preview the documents uploaded. Preview of the documents uploaded will be displayed.

Save
Delete
Update Document
Submit

### Aircraft Document

File	Type																																				
 <p>飛機類別及登記號碼: B-16726 / 11 翼型編號: 44552                  廠名及機型: The Boeing Company B777-300ER                  所有人名稱: ALC B777-300ER Ltd.                  所有人國籍: 美國                  所有人地址: 2140 S. Dairmont Highway, Camden, Delaware 19934, U.S.A.                  使用人名稱: 長榮航空股份有限公司</p> <p>中華民國一〇五年一月十四日登記局長 林志明</p> <p>CIVIL AERONAUTICS ADMINISTRATION                  MINISTRY OF TRANSPORTATION                  AND COMMUNICATIONS                  REPUBLIC OF CHINA</p> <p>CERTIFICATE OF REGISTRATION OF CIVIL AIRCRAFT NATIONALITY                  Registration Mark B-16726 Serial Number 44552                  Type and Manufacturer B777-300ER / The Boeing Company                  Name of Owner ALC B773-44554, LLC</p>	<p><b>Document Type:</b> Certificate of Registration</p> <p><b>Expiry date:</b> No expiry date</p> <p><b>Verification by System:</b> ✔</p>																																				
 <p>This Certificate of Airworthiness is issued pursuant to the Convention on International Civil Aviation (1944), and the Civil Aviation Act and related regulations of the Republic of China. The aircraft is considered to be airworthy when maintained and operated in accordance with the pertinent regulations and approved operating limitations.</p> <p>限制及備註事項 Limitations/Remarks: None</p> <p>發給日期: JAN. 14, 2016                  本證有效期至: DEC. 31, 2016</p> <p>局長 林志明</p>	<p><b>Document Type:</b> Certificate of Airworthiness</p> <p><b>Expiry date:</b> 31/12/2016</p> <p><b>Verification by System:</b> ✔</p>																																				
 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">7. Engine: GE90-115B/115BL</td> <td colspan="2">8. N/A</td> </tr> <tr> <td colspan="4">Configuration Description: Basic configuration including Inlet and fan Duct Treatments</td> </tr> <tr> <td>9. Maximum Take-Off Mass*:</td> <td>10. Maximum Landing Mass:</td> <td colspan="2">11. Noise Certification Standard:</td> </tr> <tr> <td>1. 775,000 lbs 351,534 kgs</td> <td>554,000 lbs 251,290 kgs</td> <td colspan="2">• CHAPTER 4 • STAGE 4</td> </tr> <tr> <td>2. 612,886 lbs 278,000 kgs</td> <td></td> <td colspan="2"></td> </tr> <tr> <td colspan="4">12. Additional modifications incorporated for the purpose of compliance with the applicable noise certification standards:</td> </tr> <tr> <td>13. Lateral/Full Power Noise Level*:</td> <td>14. Approach Noise Level:</td> <td>15. Flyover Noise Level*:</td> <td>16. 17.</td> </tr> <tr> <td>1. 98.7 EPNdB 2. 99.8 EPNdB</td> <td>100.5 EPNdB</td> <td>1. 92.8 EPNdB 2. 86.7 EPNdB</td> <td>N/A N/A</td> </tr> <tr> <td colspan="4">Remarks:</td> </tr> </table>	7. Engine: GE90-115B/115BL		8. N/A		Configuration Description: Basic configuration including Inlet and fan Duct Treatments				9. Maximum Take-Off Mass*:	10. Maximum Landing Mass:	11. Noise Certification Standard:		1. 775,000 lbs 351,534 kgs	554,000 lbs 251,290 kgs	• CHAPTER 4 • STAGE 4		2. 612,886 lbs 278,000 kgs				12. Additional modifications incorporated for the purpose of compliance with the applicable noise certification standards:				13. Lateral/Full Power Noise Level*:	14. Approach Noise Level:	15. Flyover Noise Level*:	16. 17.	1. 98.7 EPNdB 2. 99.8 EPNdB	100.5 EPNdB	1. 92.8 EPNdB 2. 86.7 EPNdB	N/A N/A	Remarks:				<p><b>Document Type:</b> Noise Certificate</p> <p><b>ICAO Noise level:</b> 4</p> <p><b>Expiry date:</b> No expiry date</p> <p><b>Verification by System:</b> ✔</p>
7. Engine: GE90-115B/115BL		8. N/A																																			
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Remarks:																																					
 <p>operating anywhere in the world:</p> <p>AIRCRAFT THIRD PARTY, PASSENGER, BAGGAGE, CARGO, MAIL, and AIRLINE GENERAL THIRD PARTY LEGAL LIABILITY, for a Combined Single Limit (Bodily Injury/Property Damage) of USD 1,750,000.00 per one occurrence, applicable separately to each aircraft in respect of claims arising out of the Insured's ownership, operation or use of aircraft, but in the annual aggregate in respect of Products Legal Liability. The coverage provided in respect of War and Allied Risks is in accordance with the Standard Coverage Endorsement (AVN 528) and is subject to a combined single sub-limit (Bodily Injury/Property Damage) of not less than USD250,000.00 any one occurrence and in the annual aggregate, however this sub-limit shall not apply to Cargo and Mail while on board an aircraft, Passengers and Passenger Baggage.</p> <p>Effective Date: 1<sup>st</sup> June, 2015 or the date on which the Aircraft becomes the insurance responsibility of the Insured in accordance with the Contract(s).</p> <p>Subject to the terms, conditions, limitations, exclusions and cancellation provisions of the relative Policy No. 15030101 which is effective for the period from 1<sup>st</sup> June, 2015 to 1<sup>st</sup> June, 2016, both days at 12.01 a.m., local standard time, Taiwan.</p> <p>Dated 26<sup>th</sup> July, 2015</p> <p>EVERGREEN INSURANCE COMPANY LIMITED (for itself and as authorized agent for the companies listed in the "INSURED" paragraph of this certificate)</p> <p style="text-align: center;">AUTHORIZED</p> <p style="text-align: center;">SEVERAL LIABILITY NOTICE</p>	<p><b>Document Type:</b> Insurance</p> <p><b>Name of insured as appeared in the insurance document:</b> EVA AIRWAYS CORPORATION and/or Subsidiary Company</p> <p><b>Expiry date:</b> 01/06/2016</p> <p><b>Combined Single Limit Amount in USD:</b> 1,750,000,000.00</p> <p><b>Verification by System:</b> ✔</p>																																				

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### Preview Aircraft Documents

Click **Save** to save the documents uploaded but NOT submitting to AACM.

Click **Delete** to delete the documents uploaded.

Click **Update Document** to re-upload a document or re-type the required fields.

Click **Submit** to submit the documents uploaded. A notification message indicating that the document has been submitted will be displayed.

The screenshot shows the 'Flight Application System' interface. At the top left is the AACM logo with text in Chinese and Portuguese: '澳門特別行政區 民航局' and 'REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU Autoridade de Aviação Civil'. The main header is 'Flight Application System'. Below the header is a navigation bar with 'Dashboard', 'Operators', 'Application List', 'Apply New Flight', and 'Submit Documents'. A notification box in the top right says 'Document has been submitted.' and 'AACMAGENT(Agent) | Sign out'. Below the navigation bar is a breadcrumb 'Aircraft Document List --> Preview Aircraft Document'. The main content area is titled 'Preview Aircraft Document' and contains the following details: Operator Name: China Southern Airlines Company Limited; Operators Document Status: Submitted; Aircraft Type: Boeing 752; Registration Mark: B-2835; Aircraft Nationality: China; Create Date: 07/03/2016; Filing Date: 07/03/2016; Aircraft Document Status: Submitted; Remarks: (empty). A 'Delete' button is at the bottom left. Below the screenshot is the text 'Automatic notification'.

### 4.3. Update Expired/Rejected documents

4.3.1 To update an expired or rejected Operators Document, choose **Submit Documents** in the main menu, click **Operators Document**, the following screen will be displayed.

The screenshot shows the 'Operators Document List' interface. The navigation bar is the same as in the previous screenshot, but 'Submit Documents' is highlighted with a red box. Below the navigation bar, 'Operators Document' and 'Aircraft Document' buttons are visible, with 'Operators Document' highlighted by a red box. The main content area is titled 'Operators Document List' and includes a purpose statement: 'Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification'. Below this is a 'Filter Criteria' section with input fields for 'Filing Date' (with a calendar icon), 'Status' (with a dropdown arrow), and 'Operator Name'. There are 'Search' and 'Reset' buttons. Below the filter section is a 'Search Result' section. It shows 'Total: 70' and an 'Upload Operator Document' button with a note: '(Note: To update an Operator's Document that has been submitted before, please go to the relevant Operator folder and click View/Update document)'. Below the note is a table with 4 columns: 'Operator Name', 'Filing Date', 'Status', and 'Functions'. The 'Functions' column is highlighted with a red box. The table contains 10 rows of data. Below the table is the text 'Operators Document List'.

Operator Name	Filing Date	Status	Functions
Advance Air Management, Inc.	19/02/2016	Accepted	View / Update document
Air Lease Corporation	03/03/2016	Accepted	View / Update document
Air National Australia Pty Ltd.	01/02/2016	Accepted	View / Update document
Astro Air Co., Ltd.	16/02/2016	Accepted	View / Update document
Atlas Air, Inc.	16/02/2016	Accepted	View / Update document
Beijing Capital Airlines Co., Ltd.	25/01/2016	Accepted	View / Update document
Bloomberry Resorts and Hotels, Inc.	02/02/2016	Accepted	View / Update document
Business Aviation Asia Ltd.	20/01/2016	Accepted	View / Update document
CAT Aviation AG	29/02/2016	Accepted	View / Update document
Capital Jump Corporation	26/01/2016	Accepted	View / Update document

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | [Sign out](#)

Operators Document
Aircraft Document

**Operators Document List**

**Purpose:** For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

Filter Criteria

Filing Date  to  Status  Operator Name

Search Result

Total: 1 [Upload Operator Document](#) (Note: To update an Operator's Document that has been submitted before, please go to the relevant Operator folder and click [View/Update document](#))

Operator Name	Filing Date	Status	Functions
Advance Air Management, Inc.	19/02/2016	Accepted	<a href="#">View / Update document</a>

### Operators Document List

Click **View / Update document** beside the Operator or use “**Filter**” to search the Operator, the following screen will be displayed.

Operators Document List --> [Preview Operators Document](#)

**Preview Operators Document**

Operator Name: **Advance Air Management, Inc.**  
 Create Date: 19/02/2016  
 Filing Date: 19/02/2016  
 Operators Document Status: **Accepted**  
 Remarks:

**Operator Details:**

ICAO Operator Code:  Tel:   
 IATA Operator Code:  Fax:   
 Address of principle place of business:  Email:

**Responsible person from Operator for safety/regulatory compliance:**

Name:  Mobile:   
 Title:  Tel:   
 Email:  Fax:

**AOC / Operations Specification Issuing Authority Contact Details:**

Operator does not possess an AOC

Issuing Authority Contact Person Name:  Tel:   
 Title:  Fax:   
 Mailing Address:  Email:

Save Delete **Update Document**

**Operators Document**

The screenshot shows a document viewer interface with two document thumbnails. The top thumbnail is titled 'Air Carrier Certificate' and features the logo of the US Department of Transportation Federal Aviation Administration. The bottom thumbnail is titled 'Operations Specifications'. To the right of the thumbnails is a metadata panel with the following information:

- Document Type:** Air Operator Certificate or Equivalent Document
- Operator name:** Advance Air Management, Inc.
- Expiry date:** No expiry date
- Verification by System:**
- Document Type:** Operations Specifications
- Operator name:** Advance Air Management, Inc.
- Verification by System:**

**Preview Operators Document**

Click **Update Document**, the following screen will be displayed.

Dashboard	Operators	Application List	Apply New Flight	Submit Documents
-----------	-----------	------------------	------------------	------------------

AACMAGENT(Agent) | Sign out

Operators Document List --> Preview Operators Document --> Update Operators Document

### Update Operators Document

Operator Name: [Advance Air Management, Inc.](#)  
 Create Date: 19/02/2016  
 Filing Date: 19/02/2016  
 Operators Document Status: **Accepted**  
 Remarks:

Select	Type of Document to be submitted	File	Fields	Fields to input
<input type="checkbox"/>	Air Operator Certificate or Equivalent Document	<input type="text"/> Browse...	Operator name	<input type="text" value="Advance Air Managemen"/> No expiry date <input checked="" type="checkbox"/>
		Uploaded File AAM AOC.PDF <a href="#">Download</a>	Expiry date	
<input checked="" type="checkbox"/>	Operations Specifications	<input type="text"/> Browse...	Operator name	<input type="text" value="Advance Air Managemen"/>
		Uploaded File AAM D085.pdf <a href="#">Download</a>		

Save

### Update Operators Document

Tick the relevant checkbox of the Type of Document to be updated, in this example, only the Operations Specifications needs to be updated,  the file to be uploaded, then repeat steps as in 4.1.

4.3.2 To update an expired or rejected Aircraft Document, Choose  in the main menu, click , the following screen will be displayed.

Dashboard	Operators	Application List	Apply New Flight	Submit Documents
-----------	-----------	------------------	------------------	------------------

AACMAGENT(Agent) | Sign out

### Aircraft Document List

**Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification**

Filter Criteria

Registration Mark  Aircraft Type  Aircraft Document Status  Operator Name

Filing Date  to

Search Result

Total: 113  (Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update document)

1	2	3	4	5	6
Operator Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
CAT Aviation AG	HB-JST	Dassault Falcon 7X	29/02/2016	Accepted	<a href="#">View / Update document</a>
VistaJet Limited	9H-VCH	Bombardier BD100	26/02/2016	Accepted	<a href="#">View / Update document</a>
Dassault Falcon Jet Corp.	N715FJ	Dassault Falcon 7X	26/02/2016	Accepted	<a href="#">View / Update document</a>
Met Life Inc.	N1868M	Bombardier BD-700	25/02/2016	Accepted	<a href="#">View / Update document</a>
Oasis Limited	VP-BMP	Gulfstream G650	25/02/2016	Accepted	<a href="#">View / Update document</a>
GTC Management Services, Inc.	N74RP	Gulfstream V	24/02/2016	Accepted	<a href="#">View / Update document</a>
Kalyan Jewellers India Private Limited	VT-KJG	Embraer RJ-135	24/02/2016	Accepted	<a href="#">View / Update document</a>
India Fly Safe Aviation Limited	VT-JSI	Embraer RJ-135	23/02/2016	Accepted	<a href="#">View / Update document</a>
Chung Shing Development Co., Ltd.	N403PM	Bombardier Global 6000	23/02/2016	Accepted	<a href="#">View / Update document</a>
TAG Aviation Asia Ltd.	B-LWX	Gulfstream G450	23/02/2016	Accepted	<a href="#">View / Update document</a>
Star Jet Co., Ltd.	B-8270	Gulfstream G550	23/02/2016	Accepted	<a href="#">View / Update document</a>

### Aircraft Document List

Dashboard Operators Application List Apply New Flight **Submit Documents**

AACMAGENT(Agent) | Sign out

Operators Document Aircraft Document

### Aircraft Document List

**Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification**

Filter Criteria

Registration Mark **HB-JST** X Aircraft Type  Aircraft Document Status  Operator Name

Filing Date  to

Search Reset

Search Result

Total: 1 [Upload Aircraft Document](#)(Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update document)

Operator Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
CAT Aviation AG	HB-JST	Dassault Falcon 7X	29/02/2016	Accepted	<a href="#">View / Update document</a>

### Aircraft Document List

Click **View / Update document** beside the aircraft or use **“Filter”** to search the aircraft or Operator, the following screen will be displayed.

Dashboard Operators Application List Apply New Flight **Submit Documents**

AACMAGENT(Agent) | Sign out

Aircraft Document List --> [Preview Aircraft Document](#)

### Preview Aircraft Document

Operator Name: CAT Aviation AG  
 Operators Document Status: **Accepted**  
 Aircraft Type: Dassault Falcon 7X  
 Registration Mark: HB-JST  
 Aircraft Nationality: Switzerland  
 Create Date: 29/02/2016  
 Filing Date: 29/02/2016  
 Aircraft Document Status: **Accepted**  
 Remarks:

Delete **Update Document**

### Aircraft Document

The screenshot shows a PDF document with the following details:

- 1. Kennzeichen:** HB-JST
- 2. Hersteller, Muster:** DASSAULT AVIATION FALCON 7X
- 3. Serie Nr.:** 017
- 4. Name und Adresse des Eigentümers:** Avaton Global Ltd., Tortola, VG-1469 Road Town
- 5. Name und Adresse des Halters:** Cat Aviation AG, Postfach 2223, CH-8600 Zürich-Aéroport

**Type**

Document Type: Certificate of Registration

Expiry date: No expiry date

Verification by System: ✔

---

Document Type: Certificate of Airworthiness

Expiry date: 24/04/2016

Verification by System: ✔

### Preview Aircraft Document

Click **Update Document**, the following screen will be displayed.

<b>Dashboard</b>	<b>Operators</b>	<b>Application List</b>	<b>Apply New Flight</b>	<b>Submit Documents</b>	
------------------	------------------	-------------------------	-------------------------	-------------------------	--

AACMAGENT(Agent) | [Sign out](#)

Aircraft Document List --> [Preview Aircraft Document](#) --> [Update Aircraft Document](#)

### Update Aircraft Document

Operator Name: CAT Aviation AG  
 Operators Document Status: **Accepted**  
 Aircraft Type: Dassault Falcon 7X  
 Registration Mark: HB-JST  
 Aircraft Nationality: Switzerland  
 Create Date: 29/02/2016  
 Filing Date: 29/02/2016  
 Aircraft Document Status: **Accepted**  
 Remarks:

Select	Type of Document to be submitted	File	Fields	Fields to input
<input type="checkbox"/>	Certificate of Registration	<input type="text"/> <input type="button" value="Browse..."/> Uploaded File HB-JST Certificate of Registration.pdf <a href="#">Download</a>	Expiry date	<input type="text"/> No expiry date <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Certificate of Airworthiness, and  Airworthiness Review Certificate (if available)	<input type="text"/> <input type="button" value="Browse..."/> Uploaded File HB-JST Certificate of Airworthiness.pdf <a href="#">Download</a> <input type="text"/> <input type="button" value="Browse..."/> Uploaded File HB-JST_Airworthiness Review Certificate_Exp 24.04.16.pdf <a href="#">Download</a>	Expiry date	24/04/2016 <input type="text"/> No expiry date <input type="checkbox"/>
<input type="checkbox"/>	Noise Certificate	<input type="text"/> <input type="button" value="Browse..."/> Uploaded File HB-JST Noise Certificate.pdf <a href="#">Download</a>	ICAO Noise level Expiry date	4 <input type="text"/> <input type="text"/> No expiry date <input checked="" type="checkbox"/>
<input type="checkbox"/>	Insurance	<input type="text"/> <input type="button" value="Browse..."/> Uploaded File Insurance.pdf <a href="#">Download</a>	Name of insured as appeared in the insurance document Expiry date Combined Single Limit Amount	CAT Aviation AG <input type="text"/> 30/09/2016 <input type="text"/> No expiry date <input type="checkbox"/> USD 300,000,000.00 <input type="text"/>

[Save](#)

### Update Aircraft Document

Tick the relevant checkbox of the Type of Document to be updated, in this example, only the Airworthiness Certificate needs to be updated,  the file to be uploaded, then repeat steps as in 4.2.

## 4.4. View the status of the documents uploaded

To view the status of the document submitted, choose [Submit Documents](#) in the main menu, click either [Operators Document](#) or [Aircraft Document](#). The following screens showing the status of the document will be displayed.

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | [Sign out](#)

Operators Document
Aircraft Document

### Operators Document List

**Purpose:** For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

**Filter Criteria**

Filing Date  to  Status  Operator Name

**Search Result**

Editing  
 Submitted  
 Accepted  
 Rejected  
 Expired

Total: 66 ✔ [Upload Operator Document](#) (Note: To update an Operator's Document that has been submitted before, please go to the relevant Operator folder and click [View/Update document](#))

1
2
3
4

Operator Name	Filing Date	Status	Functions
CAT Aviation AG	29/02/2016	Accepted	<a href="#">View / Update document</a>
Dassault Falcon Jet Corp.	26/02/2016	Accepted	<a href="#">View / Update document</a>
Met Life Inc.	25/02/2016	Accepted	<a href="#">View / Update document</a>
Oasis Limited	25/02/2016	Accepted	<a href="#">View / Update document</a>
GTC Management Services, Inc.	24/02/2016	Accepted	<a href="#">View / Update document</a>
Kalyan Jewellers India Private Limited	24/02/2016	Accepted	<a href="#">View / Update document</a>
India Fly Safe Aviation Limited	23/02/2016	Accepted	<a href="#">View / Update document</a>
Chung Shing Development Co., Ltd.	23/02/2016	Accepted	<a href="#">View / Update document</a>
Qantas Airways Limited	19/02/2016	Accepted	<a href="#">View / Update document</a>
Advance Air Management, Inc.	19/02/2016	Accepted	<a href="#">View / Update document</a>
Gain Jet Aviation S.A.	18/02/2016	Accepted	<a href="#">View / Update document</a>
Sky Shuttle Helicopter Limited	18/02/2016	Accepted	<a href="#">View / Update document</a>
Kalitta Air LLC	18/02/2016	Accepted	<a href="#">View / Update document</a>
Atlas Air, Inc.	16/02/2016	Accepted	<a href="#">View / Update document</a>
Astro Air Co., Ltd.	16/02/2016	Accepted	<a href="#">View / Update document</a>
Springfield Aircraft Charter and Sales, Inc.	16/02/2016	Accepted	<a href="#">View / Update document</a>
Lily Jet (Hong Kong) Ltd.	11/02/2016	Accepted	<a href="#">View / Update document</a>
Hong Kong Airlines Corporate Jet Management Limited	11/02/2016	Accepted	<a href="#">View / Update document</a>
Nanshan Jet Co., Ltd.	05/02/2016	Accepted	<a href="#">View / Update document</a>
Jet Aviation Business Jets (Hong Kong) Ltd.	05/02/2016	Accepted	<a href="#">View / Update document</a>

**Operators Document List**

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | Sign out

Operators Document

Aircraft Document

**Aircraft Document List**

**Purpose:** For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

**Filter Criteria**

Registration Mark  Aircraft Type  Aircraft Document Status  Operator Name

Filing Date  to

**Search Result**

Total: 113 + [Upload Aircraft Document](#) (Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update document)

1
2
3
4
5
6

Operator Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
Wilmington Trust Ltd.	N880HK	Canadair Challenger CL60	03/02/2016	Accepted	View / Update document
Hong Kong Airlines Limited	B-LPO	Airbus 320	03/02/2016	Accepted	View / Update document
Hong Kong Airlines Limited	B-LPI	Airbus 320	03/02/2016	Accepted	View / Update document
Hong Kong Airlines Limited	B-LPL	Airbus 320	03/02/2016	Accepted	View / Update document
Metrojet Limited	B-KCK	Gulfstream G550	02/02/2016	Accepted	View / Update document
Business Aviation Asia Ltd.	B-8195	Bombardier BD-700	02/02/2016	Accepted	View / Update document
Bloomberry Resorts and Hotels, Inc.	N405MU	Gulfstream G450	02/02/2016	Accepted	View / Update document
TAG Aviation Asia Ltd.	M-AAAA	Canadair Challenger CL60	02/02/2016	Expired	View / Update document
Star Jet Co., Ltd.	B-8129	Gulfstream 200	02/02/2016	Accepted	View / Update document
Global Jet Luxembourg, S.A.	LX-AMB	Dassault Falcon 7X	02/02/2016	Accepted	View / Update document
FAI rent-a-jet AG	D-AFAM	Bombardier BD-700	02/02/2016	Accepted	View / Update document

**Aircraft Document List**

When the document uploaded is accepted by AACM, the status of the document will be shown as “Accepted”.

When the document is expired, the status of the document will be shown as “Expired”. Click **View / Update document** to update the document as necessary.

## 5. Apply New Flight

This module is for agent to submit flight application to AACM on behalf of airlines and operators.

Choose **Apply New Flight** in the main menu

- 1) **Type of Application** – Choose the type of application from the pull down list.

**NOTE: Once the Type of Application is selected, it cannot be changed during the application process.**

Dashboard	Operators	Application List	Apply New Flight	Submit Documents
MBAC(Agent)   Sign out				
<b>Apply New Flight</b>				
Purpose: For registered users to submit flight application to AACM				
Basic information:				
Type of Application: <input type="text" value="Private non-revenue"/>				
Name of Operator: <input type="text"/> Search				
Name of local handling agent: <input type="text"/>				
Applicant Details:				
Name: <input type="text"/> Email: <input type="text"/>				
Tel: <input type="text"/> Title: <input type="text"/>				
Fax: <input type="text"/>				
Operator Details:				
Name of Operator: <input type="text"/> Tel: <input type="text"/>				
ICAO Operator Code: <input type="text"/> Fax: <input type="text"/>				
IATA Operator Code: <input type="text"/> Email: <input type="text"/>				
Address of principle place of business: <input type="text"/>				
Responsible person from Operator for safety/regulatory compliance:				
Name: <input type="text"/> Mobile: <input type="text"/>				
Title: <input type="text"/> Tel: <input type="text"/>				
Email: <input type="text"/> Fax: <input type="text"/>				
AOC / Operations Specification issuing Authority Contact Details:				
<input type="checkbox"/> Operator does not possess an AOC				
Issuing Authority Contact Person Name: <input type="text"/> Tel: <input type="text"/>				
Title: <input type="text"/> Fax: <input type="text"/>				
Mailing Address: <input type="text"/> Email: <input type="text"/>				
Aircraft used for operations to Macao:				
Registration Mark: <input type="text"/> Search No. of Seat: <input type="text"/>				
Aircraft Manufacturer/Model: <input type="text"/>				
Other Description:				
Reason/Purpose of flight: <input type="text"/>				
Remark: <input type="text"/>				
<b>Save and input flight details</b>				

**Apply New Flight – Private Non-revenue, State Flight, Test, Ferry, Alternate**

<a href="#">Dashboard</a>	<a href="#">Operators</a>	<a href="#">Application List</a>	<a href="#">Apply New Flight</a>	<a href="#">Submit Documents</a>	
---------------------------	---------------------------	----------------------------------	----------------------------------	----------------------------------	--

AACMAGENT(Agent) | [Sign out](#)

### Apply New Flight

**Purpose:** For registered users to submit flight application to AACM

**Basic Information:**

Type of Application:

Name of Operator:

Name of local handling agent:

**Applicant Details:**

Name:  Email:

Tel:  Title:

Fax:

**Operator Details:**

Name of Operator:  Tel:

ICAO Operator Code:  Fax:

IATA Operator Code:  Email:

Address of principle place of business:

**Responsible person from Operator for safety/regulatory compliance:**

Name:  Mobile:

Title:  Tel:

Email:  Fax:

**AOC / Operations Specification Issuing Authority Contact Details:**

Issuing Authority Contact Person Name:  Tel:

Title:  Fax:

Mailing Address:  Email:

**Aircraft used for operations to Mexico:**

Registration Mark:   Cargo capacity (tonnes):

Aircraft Manufacturer/Model:

**Charterer Details:**

Name of Charterer:  Email:

Address:  Fax:

Tel:

**Details of Cargo:**

Amount of Cargo(kg):  Name of Consignor:

Loading Point(s):  Name of Consignee:

Unloading Point(s):

Description/Nature:

Transport of Dangerous Goods:

**Other Description:**

Reason/Purpose of flight:

Remark:

**Save and input flight details**

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**Apply New Flight – Charter Cargo**

Dashboard	Operators	Application List	<b>Apply New Flight</b>	Submit Documents
-----------	-----------	------------------	-------------------------	------------------

AACMAGENT(Agent) | Sign out

### Apply New Flight

**Purpose: For registered users to submit flight application to AACM**

**Basic Information:**

Type of Application: **Charter** ▼

Name of Operator:  Search

Name of local handling agent:

**Applicant Details:**

Name:  Email:

Tel:  Title:

Fax:

**Operator Details:**

Name of Operator:  Tel:

ICAO Operator Code:  Fax:

IATA Operator Code:  Email:

Address of principle place of business:

**Responsible person from Operator for safety/regulatory compliance:**

Name:  Mobile:

Title:  Tel:

Email:  Fax:

**AOC / Operations Specification Issuing Authority Contact Details:**

Issuing Authority Contact Person Name:  Tel:

Title:  Fax:

Mailing Address:  Email:

**Aircraft used for operations to Mexico:**

Registration Mark:  Search No. of Seat:

Aircraft Manufacturer/Model:

**Charterer Details:**

Name of Charterer:  Email:

Address:  Fax:

Tel:

**Other Description:**

Reason/Purpose of flight:

Remark:

**Save and input flight details**

### Apply New Flight – Charter, Medical

Fill-in the required fields.

- 1) **Name of Operator** – Click **Search** to select the Operator from the “**Operator List**”, then **select** the operator of the flight.

**NOTE: Name of the operator will appear in the list only when its Operator’s Document has been “Submitted” or “Accepted” by AACM.**

Operator Name	IATA Operator Code	ICAO Operator Code	Status	Functions
Advance Air Management, Inc.			Accepted	select
Air National Australia Pty Ltd.			Accepted	select
Astro Air Co., Ltd.			Accepted	select

Operator List

- 2) **Name of local handling agent** – Enter the name of the agent or company that does the local ground handling, cargo handling, passenger handling or aircraft maintenance of the operator.
- 3) **Applicant Details** Enter the details of the personnel who submits the application.
- 4) **Operator Details** – This will be displayed automatically after selection of Operator from the “**Operator List**”.
- 5) **Responsible Person from Operator for safety/regulatory compliance** - This is displayed automatically after selection of Operator from the “**Operator List**”.
- 6) **AOC/Operations Specifications issuing Authority Contact Details** - This is displayed automatically after selection of Operator from the “**Operator List**”.
- 7) **Aircraft Registration Mark** – Use **Search** to go to the “**Aircraft Document List**”. Aircraft of which the documents already saved in System will be displayed.

Operator Name	Aircraft Type	Registration Mark	Filing Date	Create Date	Operators Document Status	Aircraft Document Status	Functions
Advance Air Management, Inc.	Bombardier Global 5000	N588ZJ	19/02/2016	19/02/2016	Accepted	Accepted	<input checked="" type="checkbox"/>

Save

Aircraft Document List

Tick the checkbox to select the aircraft to be used. Click **Save** to return to the “**Apply New Flight**” page.

- 8) **Aircraft Manufacturer/Model** – This field will be displayed automatically after selection of aircraft from “**Aircraft Document List**”.
- 9) **No. of seat** – Enter the number of seats of the specified aircraft type. The number should not exceed 4 numerals. This field is optional.
- 10) **Cargo capacity (tonnes)** – Enter the cargo capacity (tonnes) of the aircraft. This field is optional.
- 11) **Reason/Purpose of flight** – Enter the reason or purpose of the flight in free text format. Example, “*Position an aircraft to operate passenger flights*”, “*Additional flights to meet extra demand for Chinese New Year.*”
- 12) **Remark** – Enter any other additional information in free text format as necessary. Example, “*This is a revision of Approval No. AACM160001.*”

### **Charterer Details:**


- 13) **Name of Charterer** – Enter the name of the charterer.
- 14) **Address** - Enter the address of the charterer.
- 15) **Tel** - Enter the telephone number of the charterer.
- 16) **Email** - Enter the email address of the charterer.
- 17) **Fax** - Enter the fax number of the charterer.

### **Details of Cargo:**

- 18) **Amount of Cargo (kg)** – Enter the cargo amount (kg) on the flight.
- 19) **Loading Point(s)** – Enter the point(s) where the cargo is loaded.
- 20) **Unloading Point(s)** – Enter the point(s) where the cargo is unloaded.
- 21) **Description/Nature** - Provide information of cargo transported, example, “*computer parts*”, “*musical instruments*”.
- 22) **Name of Consignor** - Enter the name of cargo consignor.
- 23) **Name of Consignee** –Enter the name of cargo consignee.
- 24) **Transport of Dangerous Goods** - Use pull-down menu to state if the operation is for transport of dangerous goods.

**NOTE: A separate authorization is needed for transport of Dangerous Goods. Additional documents and/or information are required for transport of dangerous goods.**

After inputting all fields, click [Save and input flight details](#) , the following page will be displayed.



澳門特別行政區  
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU  
民航局  
AUTORIDADE DE AVIAÇÃO CIVIL  
CIVIL AVIATION AUTHORITY

## Flight Application System

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | [Sign out](#)


Application List --> [View or Update](#)

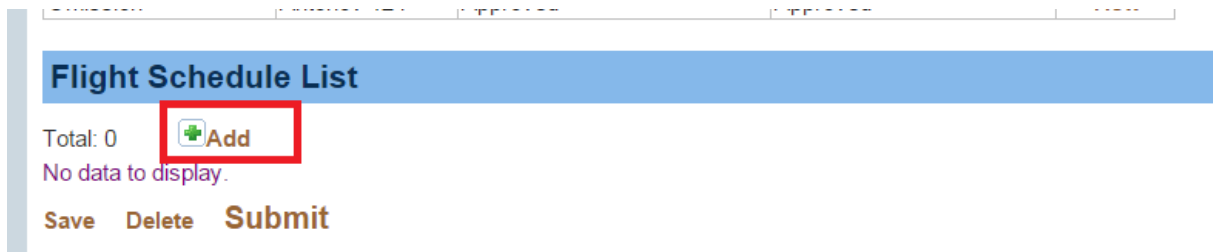
**Application Details**

**Note: Please add flight schedule.**

**Basic information:**

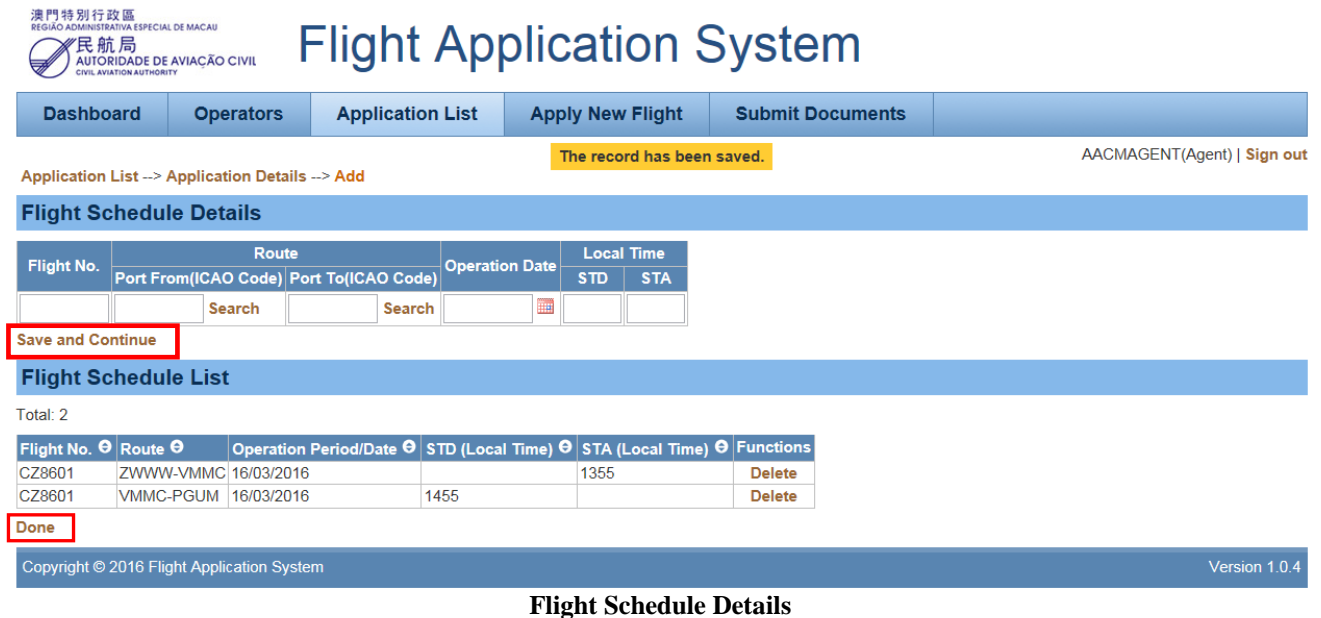
### Add flight schedule

Click  **Add** at the bottom of the page to add flight schedule.



### Add Flight Schedule List

The page for adding “*Flight Schedule Details*” will be displayed.



澳門特別行政區  
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU  
民航局  
AUTORIDADE DE AVIAÇÃO CIVIL  
CIVIL AVIATION AUTHORITY

## Flight Application System

Dashboard Operators Application List Apply New Flight Submit Documents

Application List --> Application Details --> Add The record has been saved. AACMAGENT(Agent) | Sign out

### Flight Schedule Details

Flight No.	Route		Operation Date	Local Time	
	Port From(ICAO Code)	Port To(ICAO Code)		STD	STA
<input type="text"/>	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save and Continue

### Flight Schedule List

Total: 2

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Functions
CZ8601	ZWWW-VMMC	16/03/2016		1355	Delete
CZ8601	VMMC-PGUM	16/03/2016	1455		Delete

Done

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### Flight Schedule Details

- 25) **Flight No.** – Input either Flight no. or Call Sign. For Flight No., the format should contain two parts - 3-letter ICAO Operator Code and 3 to 5 numerals (e.g. AMU001). For Call Sign, it is in free format (e.g. MEDIC01).
- 26) **Route** – Click Port **Search** to choose the suitable port, or input it manually **in ICAO 4-letter port** code format.

**NOTE: For Alternate application, enter the Routes that will use Macao as an alternate airport.**

Application List --> Application Details --> Flight Schedule Details --> Select Port

## Port List

### Filter Criteria

Country  Port(IATA)  Port(ICAO)

### Search Result

Total: 4

Port(IATA) ⌵	Port(ICAO) ⌵	Country ⌵	City ⌵	Port Name ⌵	Functions
ABA	UNAA	Russian Federation	Abakan		Select
ADA	LTAF	Turkey	Adana		Select
AKJ	RJEC	Japan	Asahikawa		Select
MFM	VMMC	Macau	Macau		Select

### Port List Page

- 27) **Operation Date** – Use the date picker to specify the Operation Date of the flight schedule or input it manually. The specified date should be in dd/mm/yyyy format.
- 28) **Local Time STD (Scheduled Time of Departure)** – This is the scheduled time of departure in local time. The format is HH24MI (e.g. 1800).
- 29) **Local Time STA (Scheduled Time of Arrival)** – This is scheduled time of arrival in local time. The format is HH24MI (e.g. 1800).

**NOTE: For Alternate application, STD and STA are optional fields.**

Enter the flight sector by sector, click **Save and Continue** for each sector entered.

Click **Done** when all the flight sectors are inputted, the “**Application Details**” page will be displayed.

### Application Details

**Basic Information:**

Type of Application: <span style="color: blue;">Private non-revenue</span>	Create Date: <span style="color: blue;">26/04/2016</span>
Application No.: <span style="color: blue;">FA160043</span>	Application Date:
Approval No.:	Approval Date:
Operator Name: <span style="color: blue;">Las Vegas Sands Corp.</span>	Application Status: <span style="color: blue;">Editing</span>
Name of local handling agent: <input type="text" value="MBAC"/>	

**Applicant Details:**

Name: <input style="border: 1px solid #ccc;" type="text" value="Peter"/>	Email: <input type="text" value="macaubao@skyshuttlehk.com"/>
Tel: <input type="text" value="28861562"/>	Title: <input type="text" value="Traffic Officer"/>
Fax: <input type="text" value="28861565"/>	

**Operator Details:**

Name of Operator: <input type="text" value="Las Vegas Sands Corp."/>	Tel: <input type="text" value="28881888"/>
IATA Operator Code: <input type="text"/>	Fax: <input type="text" value="28881688"/>
ICAO Operator Code: <input type="text"/>	Email: <input type="text" value="sands@gmail.com"/>
Address of principle place of business: <input type="text" value="Taipa Macau"/>	

**Responsible person from Operator for safety/regulatory compliance:**

Name: <input type="text" value="Jeffrey"/>	Mobile: <input type="text" value="66662288"/>
Title: <input type="text" value="Manager"/>	Tel: <input type="text" value="28881188"/>
Email: <input type="text" value="jeffrey@gmail.com"/>	Fax: <input type="text" value="28882288"/>

**AOC / Operations Specification Issuing Authority Contact Details:**

Operator does not possess an AOC

**Aircraft used for operations to Macao:**

Registration Mark: <input type="text" value="N688LS"/>	Search	No. of Seat: <input type="text"/>
Aircraft Manufacturer/Model: <input type="text" value="Gulfstream IV"/>		

**Other Description:**

Reason/Purpose of flight: <input type="text" value="Private"/>	
Remark: <input type="text"/>	

**Document List**

Total: 1

Registration Mark	Aircraft Type	Operator Name	Operators Document Status	Aircraft Document Status	Functions
N688LS	Gulfstream IV	Las Vegas Sands Corp.	Accepted	Accepted	<a href="#">View</a>

**Flight Schedule List**

Total: 2    + Add    Group Edit    Delete All

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Functions
N688LS	WSSS-VMMC	28/04/2016		1100	Delete Edit
N688LS	VMMC-WSSL	28/04/2016	1300		Delete Edit

Save   Delete   Submit

**Application Details under “Editing” status**

Recheck the “**Flight Schedule List**” on the “**Application Details**” page.

Click Group Edit to edit the “**Flight Schedule List**”.

Click Delete All to delete the whole “**Flight Schedule List**”.

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Page 28

Click **Delete** at Functions to delete a flight sector.

Click **Edit** at Functions to edit a flight sector.

Click **Save** to save the application. The following screen will be displayed.

Information has been updated
MBAC(Agent) | Sign out

Application List --> [View or Update](#)

### Application Details

**Basic Information:**

Type of Application: <span style="color: blue;">Private non-revenue</span>	Create Date: <span style="color: blue;">26/04/2016</span>
Application No.: <span style="color: blue;">FA160043</span>	Application Date:
Approval No.:	Approval Date:
Operator Name: <span style="color: blue;">Las Vegas Sands Corp.</span>	Application Status: <span style="color: blue;">Editing</span>
Name of local handling agent: <input type="text" value="MBAC"/>	

**Applicant Details:**

Name: <input style="border: 1px solid blue;" type="text" value="Peter"/>	Email: <input type="text" value="macaubao@ekyshuttlehk.com"/>
Tel: <input type="text" value="28861562"/>	Title: <input type="text" value="Traffic Officer"/>
Fax: <input type="text" value="28861565"/>	

**Operator Details:**

Name of Operator: <input type="text" value="Las Vegas Sands Corp."/>	Tel: <input type="text" value="28881888"/>
IATA Operator Code: <input type="text"/>	Fax: <input type="text" value="28881688"/>
ICAO Operator Code: <input type="text"/>	Email: <input type="text" value="sands@gmail.com"/>
Address of principle place of business: <input type="text" value="Taipa Macau"/>	

**Responsible person from Operator for safety/regulatory compliance:**

Name: <input type="text" value="Jeffrey"/>	Mobile: <input type="text" value="66662266"/>
Title: <input type="text" value="Manager"/>	Tel: <input type="text" value="28881188"/>
Email: <input type="text" value="jeffrey@gmail.com"/>	Fax: <input type="text" value="28882266"/>

**AOC / Operations Specification Issuing Authority Contact Details:**

Operator does not possess an AOC

**Aircraft used for operations to Macao:**

Registration Mark: <input type="text" value="N688LS"/>	<input type="button" value="Search"/>	No. of Seat: <input type="text"/>
Aircraft Manufacturer/Model: <input type="text" value="Gulfstream IV"/>		

**Other Description:**

Reason/Purpose of flight: <input type="text" value="Private"/>
Remark: <input type="text"/>

### Document List

Total: 1

Registration Mark	Aircraft Type	Operator Name	Operators Document Status	Aircraft Document Status	Functions
N688LS	Gulfstream IV	Las Vegas Sands Corp.	Accepted	Accepted	View

### Flight Schedule List

Total: 2

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Functions
N688LS	WSSS-VMMC	28/04/2016		1100	Delete Edit
N688LS	VMMC-WSSL	28/04/2016	1300		Delete Edit

**Application Details saved**

Click **Delete** to delete the application.

**NOTE: An Application can be deleted before submission, but cannot be deleted after submission.**

Click **Submit** to submit the application. A notification message indicating that the data has been modified successfully will be displayed.

Dashboard	Operators	Application List	Apply New Flight	Submit Documents	
				MBAC(Agent)   <a href="#">Sign out</a>	
Application List --> <a href="#">View or Update</a>					
<b>Application Details</b>					
<b>Basic Information:</b>					
Type of Application:	Private non-revenue	Create Date:	01/03/2016		
Application No.:	FA160322	Application Date:	01/03/2016		
Approval No.:		Approval Date:			
Operator Name:	Las Vegas Sands Corp.	Application Status:	Submitted		
Name of local handling agent:	Macau Business Aviation Center				
<b>Applicant Details:</b>					
Name:	Brandon Cheong	Email:	macaubac@skyshuttlehk.com		
Tel:	+853 28861562	Title:	Traffic Officer		
Fax:	+853 28861565				
<b>Operator Details:</b>					
Name of Operator:	Las Vegas Sands Corp.	Tel:	+853 6679 3659		
IATA Operator Code:	N/A	Fax:	N/A		
ICAO Operator Code:	N/A	Email:	jeffrey.cheung@venetian.com.mo		
Address of principle place of business:	Nos 416 Avenida Wai Long, Taipa Macau				
<b>Responsible person from Operator for safety/regulatory compliance:</b>					
Name:	Joe Cogitore	Mobile:	+853 66799858		
Title:	Lead Captain of Asia Sands Aviation	Tel:	+66 94879424		
Email:	joseph.cogitore@sands.com.mo	Fax:	N/A		
<b>AOC / Operations Specification Issuing Authority Contact Details:</b>					
<input checked="" type="checkbox"/> Operator does not possess an AOC					
<b>Aircraft used for operations to Macao:</b>					
Registration Mark:	N688LS	No. of Seat:			
Aircraft Manufacturer/Model:	Gulfstream IV				
<b>Other Description:</b>					
Reason/Purpose of flight:	Private				
Remark:					
<b>Document List</b>					
Total: 1					
Registration Mark	Aircraft Type	Operator Name	Operators Document Status	Aircraft Document Status	Functions
N688LS	Gulfstream IV	Las Vegas Sands Corp.	Accepted	Accepted	<a href="#">View</a>
<b>Flight Schedule List</b>					
Total: 2					
Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	
N688LS	WSSS-VMMC	02/03/2016		1330	
N688LS	VMMC-VTSU	09/03/2016	1100		
<a href="#">Cancel this Application</a>					

## Application Details under "Submitted" status

Click [Cancel this Application](#) to cancel the submitted application.

**NOTE: An Application which is approved or rejected by AACM cannot be cancelled.**

## 6. Application List

In this module, operator may

- Check the status of each application.
- View the details of each application.
- Cancel submitted application **NOT** yet approved or rejected by AACM.
- Download Approval when the Application is approved.
- Indicate flight sector(s) cancelled.
- Copy an existing application as a new application.

### 6.1. Check the status of each application

Choose **Application List** in the main menu. The following screen will be displayed. Operator may check the status of each application at “**Application Status**”.

The screenshot shows the 'Application List' page with a navigation bar at the top containing 'Dashboard', 'Operators', 'Application List' (highlighted), 'Apply New Flight', and 'Submit Documents'. Below the navigation bar is a 'Filter Criteria' section with input fields for 'Create Date', 'Application Date', 'Approval Date', 'Application No.', 'Operator Name', 'Approval No.', and 'Application Status'. There are 'Search' and 'Reset' buttons. Below the filters, it says 'Total: 3'. A table displays the application list with columns: Application No., Operator Name, Type of Application, Create Date, Application Date, Application Status, Approval No., Approval Date, and Functions. The 'Application Status' column and the 'Functions' column (containing 'View Copy' and 'AACM160007.pdf View Copy') are highlighted in red in the original image.

Application No.	Operator Name	Type of Application	Create Date	Application Date	Application Status	Approval No.	Approval Date	Functions
FA160049	Las Vegas Sands Corp.	Private non-revenue	27/04/2016		Editing			View Copy
FA160048	Las Vegas Sands Corp.	Private non-revenue	27/04/2016	27/04/2016	Submitted			View Copy
FA160043	Las Vegas Sands Corp.	Private non-revenue	26/04/2016	26/04/2016	Approved	AACM160007	26/04/2016	AACM160007.pdf View Copy

Application List

### 6.2. View the details of each application

Click **View** at Functions column to view the details of the each application. Details of the application will be displayed.

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

AACMAGENT(Agent) | Sign out

[Application List](#) --> [View or Update](#)

**Application Details**

Download Signature Report

**Basic Information:**

Type of Application: <span style="color: blue;">Private non-revenue</span>	Create Date: 03/03/2016
Application No.: FA160338	Application Date: 03/03/2016
Approval No.: AACM160308	Approval Date: 03/03/2016
Operator Name: Air Lease Corporation	Application Status: <span style="color: blue;">Approved</span>
Name of local handling agent: <input type="text" value="MBAC"/>	

**Applicant Details:**

Name: <input type="text" value="Johnny Lee"/>	Email: <input type="text" value="ops@asag.aero"/>
Tel: <input type="text" value="+852 3588 0025"/>	Title: <input type="text" value="Flight Handler"/>
Fax: <input type="text" value="n/a"/>	

**Operator Details:**

Name of Operator: <input type="text" value="Air Lease Corporation"/>	Tel: <input type="text" value="+832 220 3518"/>
IATA Operator Code: <input type="text"/>	Fax: <input type="text" value="+261 966 1618"/>
ICAO Operator Code: <input type="text"/>	Email: <input type="text" value="operations@tppops.com"/>
Address of principle place of business: <input type="text" value="10333 Richmond, Suite 500 Houston, TX"/>	

**Responsible person from Operator for safety/regulatory compliance:**

Name: <input type="text" value="n/a"/>	Mobile: <input type="text" value="n/a"/>
Title: <input type="text" value="n/a"/>	Tel: <input type="text" value="n/a"/>
Email: <input type="text" value="n/a"/>	Fax: <input type="text" value="n/a"/>

**AOC / Operations Specification Issuing Authority Contact Details:**

Operator does not possess an AOC

**Aircraft used for operations to Macao:**

Registration Mark: <input type="text" value="N37AL"/>	No. of Seat: <input type="text"/>
Aircraft Manufacturer/Model: <input type="text" value="Gulfstream V"/>	

**Other Description:**

Reason/Purpose of flight: <input type="text" value="Business"/>
Remark: <input type="text"/>

**Document List**

Total: 1

Registration Mark	Aircraft Type	Operator Name	Functions
N37AL	Gulfstream V	Air Lease Corporation	<a href="#">View</a>

**Flight Schedule List**

Total: 2

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Cancellation Remark	Functions
	VHHH-VMMC	15/03/2016		1905		<a href="#">Edit Remark</a>
	VMMC-VHHH	16/03/2016	1030			<a href="#">Edit Remark</a>

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**Application Details under “Approved” status**

Applicant may download the Approval of an approved Application by clicking Download Signature Report on the “Application Details” page.

Alternatively, the Approval can also be downloaded by clicking the Approval at Functions on “Application List” page.

## 6.3. Cancel submitted application not yet approved or rejected by AACM

Dashboard	Operators	Application List	Apply New Flight	Submit Documents	
Application List --> <a href="#">View or Update</a>				MBAC(Agent)   <a href="#">Sign out</a>	
<b>Application Details</b>					
<b>Basic Information:</b>					
Type of Application:	Private non-revenue	Create Date:	01/03/2016		
Application No.:	FA160322	Application Date:	01/03/2016		
Approval No.:		Approval Date:			
Operator Name:	Las Vegas Sands Corp.	Application Status:	Submitted		
Name of local handling agent:	Macau Business Aviation Center				
<b>Applicant Details:</b>					
Name:	Brandon Cheong	Email:	macaubao@skyshuttlehk.com		
Tel:	+853 28861562	Title:	Traffic Officer		
Fax:	+853 28861565				
<b>Operator Details:</b>					
Name of Operator:	Las Vegas Sands Corp.	Tel:	+853 6679 3659		
IATA Operator Code:	N/A	Fax:	N/A		
ICAO Operator Code:	N/A	Email:	jeffrey.cheung@venetian.com.mo		
Address of principle place of business:	Nos 416 Avenida Wai Long, Taipa Macau				
<b>Responsible person from Operator for safety/regulatory compliance:</b>					
Name:	Joe Cogitore	Mobile:	+853 66799858		
Title:	Lead Captain of Asia Sands Aviation	Tel:	+66 94879424		
Email:	joseph.cogitore@sands.com.mo	Fax:	N/A		
<b>AOC / Operations Specification Issuing Authority Contact Details:</b>					
<input checked="" type="checkbox"/> Operator does not possess an AOC					
<b>Aircraft used for operations to Macao:</b>					
Registration Mark:	N688LS	No. of Seat:			
Aircraft Manufacturer/Model:	Gulfstream IV				
<b>Other Description:</b>					
Reason/Purpose of flight:	Private				
Remark:					
<b>Document List</b>					
Total: 1					
Registration Mark	Aircraft Type	Operator Name	Operators Document Status	Aircraft Document Status	Functions
N688LS	Gulfstream IV	Las Vegas Sands Corp.	Accepted	Accepted	<a href="#">View</a>
<b>Flight Schedule List</b>					
Total: 2					
Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	
N688LS	WSSS-VMMC	02/03/2016		1330	
N688LS	VMMC-VTSU	09/03/2016	1100		
<a href="#">Cancel this Application</a>					

Application Details under "Submitted" status

Click [Cancel this Application](#) on the “**Application Details**” page, the Application will be cancelled.

**NOTE: An Application which has been approved or rejected by AACM cannot be cancelled.**

## 6.4. Download Approval when the Application is approved

Dashboard
Operators
Application List
Apply New Flight
Submit Documents

MBAC(Agent) | [Sign out](#)

Application List

Filter Criteria

Create Date  to

Application No.

Approval No.

Application Date  to

Operator Name

Type of Application

Approval Date  to

Application Status

Search Result

Total: 3

Application No.	Operator Name	Type of Application	Create Date	Application Date	Application Status	Approval No.	Approval Date	Functions
FA160049	Las Vegas Sands Corp.	Private non-revenue	27/04/2016		Editing			<a href="#">View Copy</a>
FA160048	Las Vegas Sands Corp.	Private non-revenue	27/04/2016	27/04/2016	Submitted			<a href="#">View Copy</a>
FA160043	Las Vegas Sands Corp.	Private non-revenue	26/04/2016	26/04/2016	Approved	AACM160007	26/04/2016	<a href="#">AACM160007.pdf</a> <a href="#">View Copy</a>

### Application List

On the “**Application Details**” page, click the Approval icon to download the Approval of an approved Application, the relevant Approval will be downloaded.

Alternatively, the Approval can also be downloaded on the “**Application Details**” page by clicking [Download Signature Report](#).

## 6.5. Indicate flight sector(s) cancelled.

On the “Application Details” page, click **Edit Remark** beside the flight sector to be cancelled.

Dashboard	Operators	Application List	Apply New Flight	Submit Documents		
					AACMAGENT(Agent)   Sign out	
Application List --> View or Update						
<b>Application Details</b>						
<a href="#">Download Signature Report</a>						
<b>Basic Information:</b>						
Type of Application: Private non-revenue		Create Date: 03/03/2016				
Application No.: FA160338		Application Date: 03/03/2016				
Approval No.: AACM160308		Approval Date: 03/03/2016				
Operator Name: Air Lease Corporation		Application Status: <b>Approved</b>				
Name of local handling agent: MBAC						
<b>Applicant Details:</b>						
Name: Johnny Li		Email: ops@asag.aero				
Tel: +852 3588 0025		Title: Flight Handler				
Fax: n/a						
<b>Operator Details:</b>						
Name of Operator: Air Lease Corporation		Tel: +832 220 3518				
IATA Operator Code:		Fax: +281 966 1618				
ICAO Operator Code:		Email: operations@ttops.com				
Address of principle place of business: 10333 Richmond, Suite 500 Houston, TX						
<b>Responsible person from Operator for safety/regulatory compliance:</b>						
Name: n/a		Mobile: n/a				
Title: n/a		Tel: n/a				
Email: n/a		Fax: n/a				
<b>AOC / Operations Specification Issuing Authority Contact Details:</b>						
<input checked="" type="checkbox"/> Operator does not possess an AOC						
<b>Aircraft used for operations to Macao:</b>						
Registration Mark: N37AL		No. of Seat:				
Aircraft Manufacturer/Model: Gulfstream V						
<b>Other Description:</b>						
Reason/Purpose of flight: Business						
Remark:						
<b>Document List</b>						
Total: 1						
Registration Mark	Aircraft Type	Operator Name	Functions			
N37AL	Gulfstream V	Air Lease Corporation	View			
<b>Flight Schedule List</b>						
Total: 2						
Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Cancellation Remark	Functions
	VHHH-VMMC	15/03/2016		1905		Edit Remark
	VMMC-VHHH	16/03/2016	1030			Edit Remark
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Version 1.0.4						

### Application Details

The following page will be displayed.

Dashboard Operators **Application List** Apply New Flight Submit Documents MBAC(Agent) | Sign out

Application List --> Application Details --> Edit Cancellation Remark

**Edit Cancellation Remark**

Flight No.: M-YANG  
Route: VHHH-VMMC  
Operation Period/Date: 06/03/2016  
Cancellation Remark:  X

**Save**

**Edit Cancellation Remark**

Enter the cancellation remark and click **Save**.

### 6.6. Copy an existing application as a new application

To copy a specific existing application, click **Copy** beside the application that is to be copied.

Dashboard Operators **Application List** Apply New Flight Submit Documents MBAC(Agent) | Sign out

**Application List**

Filter Criteria

Create Date  to  Application No.  Approval No.   
 Application Date  to  Operator Name  Type of Application   
 Approval Date  to  Application Status

Search Reset

Search Result

Total: 3

Application No.	Operator Name	Type of Application	Create Date	Application Date	Application Status	Approval No.	Approval Date	Functions
FA160049	Las Vegas Sands Corp.	Private non-revenue	27/04/2016		Editing			View Copy
FA160048	Las Vegas Sands Corp.	Private non-revenue	27/04/2016	27/04/2016	Submitted			View <b>Copy</b>
FA160043	Las Vegas Sands Corp.	Private non-revenue	26/04/2016	26/04/2016	Approved	AACM160007	26/04/2016	AACM160007.pdf View Copy

**Application List**

A pop-up message indicating that the Application is copied will be displayed. Click **OK** to continue.

**Application Details**

**Basic Information:**

Type of Application: [Private non-revenue](#)      Create Date: [27/04/2016](#)  
 Application No.: [FA160050](#)      Application Date:  
 Approval No.:      Approval Date:  
 Operator Name: [Las Vegas Sands Corp.](#)      Application Status: [Editing](#)  
 Name of local handling agent:

**Applicant Details:**

Name:       Email:   
 Tel:       Title:   
 Fax:

**Operator Details:**

Name of Operator:       Tel:   
 IATA Operator Code:       Fax:   
 ICAO Operator Code:       Email:   
 Address of principle place of business:

**Responsible person from Operator for safety/regulatory compliance:**

Name:       Tel:   
 Title:       Email:   
 Fax:

**AOC / Operations Specification Issuing Authority Contact Details:**

Operator does not possess an AOC

**Aircraft used for operations to Macao:**

Registration Mark:  Search      No. of Seat:   
 Aircraft Manufacturer/Model:

**Other Description:**

Reason/Purpose of flight:   
 Remark:

Application copied. New Application No. is FA160050.  
 If this application is a revision of flight approved, please quote the original Approval No. at REMARK.  
 or  
 If this application is a revision of flight submitted, please quote the original Application No. at REMARK.  
 OK

**Document List**

Total: 0  
 No data to display.

**Flight Schedule List**

Total: 2    Add    **Group Edit**    **Delete All**

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Functions
N688LS	WSSS-VMMC	28/04/2016		1100	Delete Edit
N688LS	VMMC-WSSL	28/04/2016	1300		Delete Edit

Save    Delete    Submit

**A new application copied from an existing application**

**NOTE: All fields will be copied from the existing application to the new application, except for “Aircraft used for operations to Macao”.**

Edit the application details as necessary.

**NOTE: Click Save to save any changes made before editing the “Flight Schedule List”.**

Click **Delete All** to delete the whole “**Flight Schedule List**”.

Click **Group Edit** to edit the “**Flight Schedule List**”. The following screen will be displayed.

Flight Schedule Details											
Delete ■	Item	Flight No.	Route				Operation Date	Local Time		Up	Down
			Port From(ICAO Code)	Search	Port To(ICAO Code)	Search		STD	STA		
<input type="checkbox"/>	1	N688LS	WSSS	Search	VMMC	Search	28/04/2016		1100		↓
<input type="checkbox"/>	2	N688LS	VMMC	Search	WSSL	Search	28/04/2016	1300		↑	

**Save** **Delete Row** **Add Row**

Click **Add Row** to add more flight sectors.

Click **Delete Row** to delete one/several flight sector(s).

Click **Save** to save the “**Flight Schedule Details**” and return to “**Application Details**” page.